

Date: [Insert Date]

[Student Name]
[Student Address]
[City, State, ZIP]
[Email Address]

Dear [Student Name],

Subject: Acceptance of Undergraduate Research Proposal

I am pleased to inform you that your undergraduate research proposal entitled "**[Research Proposal Title]**" has been formally reviewed and accepted by the [Department/Committee Name] at [University/Institution Name]. We appreciate your initiative and the thoughtful approach demonstrated in your proposal.

Your outlined objectives, methodology, timeline, and expected outcomes meet the required academic standards and align with our department's research goals. As such, you are authorized to commence your research as per the plan submitted.

Please ensure that you adhere to the proposed milestones and submit regular progress reports to your assigned supervisor, [Supervisor's Name]. Should any adjustments or additional resources be required during your research, do not hesitate to communicate with your supervisor or the department.

We congratulate you on this achievement and look forward to the successful completion of your research project.

Sincerely,
[Supervisor's Name]
[Title/Position]
[Department Name]
[University/Institution Name]

Enclosures: Approved Research Proposal Document, Research Guidelines